

# MANAGEMENT MEMO

SUBJECT:	NUMBER: XXXX-XXX
STATE-OWNED SURPLUS ELECTRONIC EQUIPMENT AND ELECTRONIC STORAGE MEDIA	DATE ISSUED:
REFERENCES:  GOV'T CODE 14674; PCC SECTION 10389.1; STATE ADMINISTRATIVE MANUAL (SAM) 3520, Revised July 2006; SAM 3521, Revised, July 2006	EXPIRES:  ISSUING AGENCY:  DEPARTMENT OF GENERAL SERVICES

**Purpose**

The purpose of this management memo is to establish uniform procedures for the erasure of sensitive data from electronic equipment and electronic storage media while promoting the highest and best use of surplus electronic equipment and storage media to reduce waste and to protect public health, safety, and the environment.

**Who is affected**

All State agencies that generate, maintain, reuse or recycle State-owned surplus personal property in the form of electronic equipment and electronic storage media.

**Background****Disposition of All Surplus Personal Property**

SAM 3520 sets forth the requirements for the proper disposition of all surplus personal property, except electronic equipment and electronic storage media. The SAM policy includes the requirements for selling, recycling, and disposing of property that is clearly worn out and not recyclable. The disposition of electronic equipment and electronic storage media is set forth below with separate and distinct requirements to be applied by all State agencies.

**Disposition of Surplus Electronic Equipment and Storage Media**

Before State agencies can make disposition of both useable and unusable surplus electronic equipment, they must perform the following:

1. Remove all identification tags from the equipment;
2. Completely erase all data from storage devices in desktop computers, laptops, servers, mini-mainframes and other electronic storage devices, using commercial data erase software that is conspicuously labeled that it meets U.S. Department of Defense Standards. Data from Personal Digital Assistants (PDA) such as Blackberries, iPAQ, Palm and like instruments must also be deleted.
3. Destroy and/or erase other electronic storage media, such as tapes, drums, disks and other items containing sensitive or confidential data by de-magnetizing, or by physical destruction, or by some other similar means to ensure that all data are permanently removed before disposing of it.

**Certification**

Concurrent with disposing of electronic equipment and electronic storage media, every State agency must provide a written certification of compliance with the requirements for removing, destroying and/or erasing records from electronic equipment and storage media, and submit the certification to the OSPR as a permanent record of compliance with these requirements. Attachment A to this Management Memo is a copy of the certification, which may be accessed online at [www.isd.dgs.ca.gov/surplus/](http://www.isd.dgs.ca.gov/surplus/), and must be signed by the agency's Chief Information Officer or the Officer's designee.

### Labeling Required

Additionally, in accordance with SAM 3520.3, the agency must fill out and affix a colored label (any color but white), to each computer, laptop, server and any other items with electronic storage, that will be disposed of, including items to be transferred or sold to another State agency; or to a local government agency, including a school district; or sold to the general public; or items to be disposed of through the services of a recycler. The label must contain the following:

In compliance with SAM 3520.3, I hereby certify that all electronic data has been removed from this item, either by erasure of the data or through destruction of the data.

Agency: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Agency's Authorized Representative)

### The Office of surplus Property and Reutilization (OSPR)

The Director of the DGS is responsible for ensuring that all State agencies make proper disposition of State-owned surplus personal property in a timely manner, and executes this responsibility through the Office of Surplus Property and Reutilization (OSPR), Interagency Support Division.

In accordance with SAM 3520.6, the OSPR is responsible for reviewing and approving or disapproving all State agencies' proposed dispositions of all usable and unusable State-owned surplus personal property. However, SAM 3520.7, provides that intra-agency transfers do not require OSPR review and approval, and the DGS is not responsible for agencies' decisions, actions, and records with respect to their intra-agency transfers.

Goods for disposition, other than intra-agency transfers, are entered into Form 152 online at [www.isd.dgs.ca.gov/surplus](http://www.isd.dgs.ca.gov/surplus) . Electronic equipment such as laptops, desktops, monitors, servers, etc. should be placed on a Form 152, separate from non-IT goods.

### State agencies' role in essential management functions

#### Property Control Board

Executive management of each State agency will assure that the agency has a Property Control Board that is responsible for reviewing and approving all of the agency's proposed dispositions of State-owned personal surplus property before the agency submits the proposals to the OSPR for review and approval. In addition, executive management will assure that all personnel assigned Property Controller responsibilities fully understand and comply with the requirements of this Management Memo and SAM 3520.

### Recycling Is Required

Under no circumstances are State agencies permitted to use landfills to dispose of electronic equipment and electronic storage media, including computers and computer-related items such as monitors and CRTs. The California Integrated Waste Management Board provides a list of recyclers throughout the State at <http://www.ciwmb.ca.gov/CalMAX/>. The OSPR is available to assist State agencies in using the website.

**Agency Requests for OSPR Review**

State agencies request the OSPR's online review and approval of all surplus personal property dispositions, except for intra-agency transfers, through the California Surplus Property System (CSPS). The CSPS system can be accessed online at [www.isd.ca.gov/surplus](http://www.isd.ca.gov/surplus). The online process and State agencies' property disposition records retention requirements are set forth in SAM 3520.7

**For additional  
information  
regarding this  
memorandum  
and DGS  
oversight**

**Questions regarding this Management Memo may be directed to:**

The Office of Surplus Property and Reutilization (OSPR)

Interagency Support Division  
Department of General Services

Telephone: (916) 928-5807 (In Sacramento); or  
(714) 558-6448 (in Santa Ana)

**Signature:**

\_\_\_\_\_  
Ron Joseph, Director

**Attachment A**

**Management Memo XXXX-XXX**

**CERTIFICATE OF COMPLIANCE  
WITH ELECTRONIC DATA DISPOSAL REQUIREMENTS**

Under penalty of perjury and any or all other penalties prescribed by State of California code, statute, regulation and directive for failure to comply with the State's requirements for the proper disposal of electronic data, I hereby certify to the following (the certifier must check whichever is applicable):

☐

All data have been removed from the item(s) listed on the attached STD 152, "Property Survey Report," in compliance with and following the methods prescribed by SAM 3520.3.

☐

All data have been removed from the item(s) listed on the attached STD 158, "Transfer of Location of Equipment," in compliance with and following the methods prescribed by SAM 3520.3.

\_\_\_\_\_  
Signature and Title  
(Agency's Chief Information Officer or designee)

\_\_\_\_\_  
Date

***When completed, this certification must be attached  
to the applicable STD 152 or STD 158  
and submitted to the Office of Surplus Property and Reutilization.***